

Establishing Ballot Styles, Combined Precincts, and Counting Boards in the Election Geography Module

The Election Geography module is used to define Ballot Styles, Combined Precincts, Counting Boards and Polling Locations in QVF for a given election. Use the instructions outlined below to open Election Geography for a given election.

Action	Result
From the QVF menu select Elections and then Elections .	The Election screen opens up.
Select a Region type from the drop-down.	The correct Region type is selected.
Specify a Region from the secondary region drop-down.	The specified Region is selected.
Select the Election you will be working on.	The correct election is highlighted.
Click the Geography button.	The Geography screen opens. – Figure 3.14

Figure 3.14

Michigan Qualified Voter File - [Election Geography]

File View Reports Sys Admin Elections Data Maint. Window Help

Elections Election Geography

Save Clear Auto Setup Choose Attributes Assign Ballots to CB's Close Help

County GRAND TRAVERSE Jurisdiction ACME TOWNSHIP

Election 02/27/2007 - FEBRUARY CONSOLIDATED - ACME TOWNSHIP

Region: [] [] Retrieve

B Style	Comb Prct	Counting Brd	Voters	Juris	WIP	HC Polling Location
			2,292	00200	00001	[NONE]
			1,104	00200	00002	[NONE]

Polling Locations:

ACME TOWNSHIP (00200)

HC Description /

FIRE STATION, 6042 ACME RD

TOWNSHIP HALL, 6042 ACME RD

FIRE STATION
6042 ACME RD
ACME MI 49610

Assign Unassign

Auto Assign Selections

By WARD PRECINCT

Public Version 2.27

Selected Total Areas Voters

1 2,292

2 3,396

Ballot Styles:

Ballot Styles can be used when you need to set up an Election with more than one Ballot Style.

Action	Result
Select the lines you wish to assign a Ballot Style from the geography grid.	The selected lines are highlighted.
Click in the B Style field (bottom left hand corner).	The cursor is blinking in the B Style field.
Enter a Ballot Style identifier (up to 5 alpha-numeric characters long).	The intended characters have been entered.
Click the Set button.	Your screen will look similar to Figure 3.18 .
Click Save.	Geography changes are saved.

Figure 3.18

Michigan Qualified Voter File - [Election Geography]

File View Reports Sys Admin Elections Data Maint. Window Help

Elections Election Geography

Save Clear Auto Setup Choose Attributes Assign Ballot Style

County KALAMAZOO Jurisdiction ALAMO TOWNSHIP
Election 05/08/2007 - MAY CONSOLIDATED - ALAMO TOWNSHIP

Region

	B Style	Comb Prct	Counting Brd	Voters	Juris	Sch Dis	W/P	HC	Polling Location
•	SCH1			1,183	00840	27060	00001		[NONE]
				107	00840	28530	00001		[NONE]
				340	00840	28530	00002		[NONE]
▶	SCH1			1,375	00840	27060	00002		[NONE]

B Style Comb Prct Counting Brd

SCH1 Set Select All Delete

Public Version 2.29

Combined Precincts:

Action	Result
Select the Precincts you wish to combine from the geography grid.	The correct Precincts are highlighted.
Click in the Comb Prct field (bottom left hand corner).	The cursor is blinking in the Comb Prct field.
Enter a Comb Prct identifier (up to 5 alpha-numeric characters long).	The intended characters have been entered.
Click the Set button.	Your screen will look similar to Figure 3.19 .
Click Save .	The geography changes are saved.

Figure 3.19

Michigan Qualified Voter File - [Election Geography]

File View Reports Sys Admin Elections Data Maint. Window Help

Elections Election Geography

Save Clear Auto Setup Choose Attributes Assign Ba

County KALAMAZOO Jurisdiction ALAMO TOWNSHIP

Election 05/08/2007 - MAY CONSOLIDATED - ALAMO TOWNSHIP

Region

	B Style	Comb Prct	Counting Brd	Voters	Juris	WP	HC	Polling Location
•		PR1&2		1,290	00840	00001		[NONE]
>		PR1&2		1,715	00840	00002		[NONE]

B Style Comb Prct Counting Brd

Set Select All Delete

Public Version 2.29

Counting Boards:

Action	Result
Select the Precincts you wish to assign a Counting Board to from the geography grid.	The correct Precincts are highlighted.
Click in the Counting Brd field (bottom left hand corner).	The cursor is blinking in the Counting Brd field.
Enter a Counting Board identifier (up to 5 alpha-numeric characters long).	The intended identifier has been entered.
Click the Set button.	Your screen will look similar to Figure 3.20 .
Click Save .	The geography changes are saved.

Figure 3.20

Michigan Qualified Voter File - [Election Geography]

File View Reports Sys Admin Elections Data Maint. Window Help

Elections Election Geography

Save Clear Auto Setup Choose Attributes Assign Ba

County KALAMAZOO Jurisdiction ALAMO TOWNSHIP

Election 05/08/2007 - MAY CONSOLIDATED - ALAMO TOWNSHIP

Region

	B Style	Comb Prct	Counting Brd	Voters	Juris	vWP	HC	Polling Location
•			CB1	1,290	00840	00001		[NONE]
➤			CB1	1,715	00840	00002		[NONE]

B Style Comb Prct Counting Brd

Set Select All Delete

Public Version 2.29

Assigning Polling Locations Manually:

Action	Result
Select the Precinct(s) from the geography grid you wish to assign Polling Locations .	The correct Precincts are highlighted.
Select a Polling Location from Polling Locations on the right hand side of your screen.	The correct Polling Location is highlighted.
Click the Assign button on the lower right of your screen.	The Precinct Polling Locations are now populated.
If you make a mistake, simply select the Precinct that you wish to change from the geography grid, and click Unassign .	The Precinct Polling Location is now blank.
Click Save .	The geography changes are saved.

Figure 3.21

Michigan Qualified Voter File - [Election Geography]

File View Reports Sys Admin Elections Data Maint Window Help

Elections Election Geography

Save Clear Auto Setup Choose Attributes Assign Ballots to CP's Close Help

County GRAND TRAVERSE Jurisdiction ACME TOWNSHIP

Election 02/27/2007 - FEBRUARY CONSOLIDATED - ACME TOWNSHIP

Region: [Dropdown] [Dropdown] Retrieve

B Style	Comb Prct	Counting Bnd	Voters	Juris	Sch Dis	VMP	SP	HC	Polling Location
SCH01	1AND2	CB1	2,292	00200	33870	00001	00001		FIRE STATION, 6042 ACME RD
SCH01	1AND2	CB1	836	00200	33870	00002	00002		FIRE STATION, 6042 ACME RD
SCH02	1AND2	CB1	268	00200	13050	00002	00002		FIRE STATION, 6042 ACME RD

Polling Locations:

ACME TOWNSHIP (00200)

HC Description /

- FIRE STATION, 6042 ACME RD
- TOWNSHIP HALL, 6042 ACME RD

FIRE STATION
6042 ACME RD
ACME MI 49610

Assign Unassign

Auto Assign Selections

By WARD PRECINCT

B Style Comb Prct Counting Bnd Set Select All Delete

Selected Total Areas Voters

3 3,396

Public Version 2.27

Assigning Polling Locations Automatically:

Action	Result
Select the Precinct(s) from the geography grid.	The Precincts selected are highlighted.
Select a Polling Location type from the Auto Assign Selections dropdown (lower right).	The correct Polling Location type is selected.
Click the Button to Apply the Selection (indicated in Fig 3.22 below).	The selected Precincts are assigned Polling Locations. – Figure 3.23
Click Save .	The geography changes are saved.

Figure 3.22

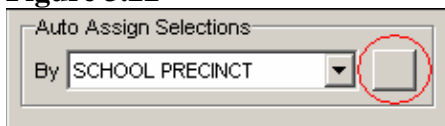
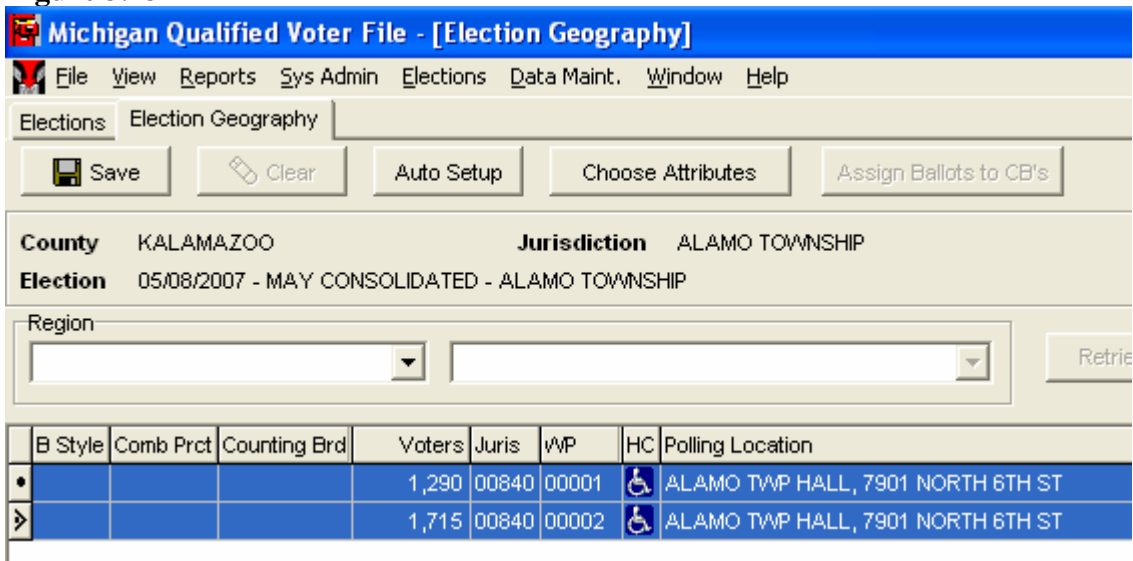


Figure 3.23



Using the Assign Ballots to Counting Boards Function:

This function is used to assign outstanding ballots to a counting board, which can occur if ballots are assigned before a counting board is established.

Action	Result
Click Save (if highlighted).	Saves current geography settings.
Click the Assign Ballots to CBs button at the top middle of your screen.	Assigns AV ballots already sent to your Counting Board.
Click Yes.	Confirms your choice.

Figure 3.24

Michigan Qualified Voter File - [Election Geography]

File View Reports Sys Admin Elections Data Maint. Window Help

Elections Election Geography

Save Clear Auto Setup Choose Attributes **Assign Ballots to CB's**

County KALAMAZOO Jurisdiction GALESBURG CITY

Election 05/08/2007 - MAY CONSOLIDATED - GALESBURG CITY

Region

B Style	Comb Prct	Counting Brd	Voters	Juris	Sch Dis	Coll Dis	IS Dis	W/P	HC	Polling Location
GREEN			1,239	31260	15450	09	39	00001		GALESBURG CITY HA

Note - You can select multiple rows from the grid by holding the **CTRL** key while selecting the desired rows. This is helpful when assigning the same **Ballot Style**, **Counting Board**, **Combined Precinct** or **Polling Location** to multiple rows in the grid.